**ENGLISH LANGUAGE PAPER ONE**

**112/1**

**Work book**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CLASS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STREAM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Prepared notes and sample question for students and teachers**

**By**

**Lubowa Emmanuel and Tumwesige Emmanuel**

**2018**

**Dedication**

This work book is dedicated to all the students, staff colleagues in the department of English language and literature; Mr. Kalemera Isaiah, Madam Namakula Sarah, the head teacher Wakiso Muslim S.S, Hajat Nakiganda Aminah(Mrs.) for the support rendered in compiling this book. All the technical advice given is highly and gratefully appreciated.

**Introduction**.

**The book tests on the four basic language skills of reading, writing listening and speaking .it is also after giving functional and practical knowledge over the day today aspects.**

**Table of Contents**

**Section A. Functional Writing Skills**

Features of functional writing 1

Letter writing 2

Informal 3

Friendly 4

Personal 5

Formal letters 6

Application 7

Apology letters 8

Condolence letters 9

Congratulations 10

Appreciations

Complaints 11

Dialogue 12

Simple dialogue 13

Telephone dialogue 14

Instructions

Recipes 15

Directions 16

**Section B. Composition Writing**

Revision questions for composition writing 93

Some strong adjectives 95

Idioms / Figurative expressions 100

Phrasal verbs 106

**Features of functional writing**

* Plan your work
* If possible use a pre-writing activities framework
* Create a strong beginning and ending
* Provide sufficient information
* Use practical information
* Include information that is relevant to the topic
* Use information that is realistic
* Develop your ideas logically
* Present your ideas logically
* Use headings where necessary
* Sustain a clear message through out
* Illustrate your points clearly. Avoid ambiguity.
* Paragraphs should have clear introductions and endings.
* Link your paragraphs together
* Employ persuasive techniques if you need them
* Embed idioms in your writing
* Use a variety of sentence structures.
* Use a wide range of vocabularies.
* Use wide-ranging punctuation marks.
* If you are writing in role, adopt the appropriate voice.
* Use the appropriate voice and register for example of official letters.
* Develop and sustain the appropriate degree of formality.
* Write an essay that is appropriate to the task.
* Bear in mind the purpose and audience and use language accordingly.
* Think ahead about likely questions and deal with them.
* If you are describing something, remember to describe its material, shape, size and colour. Consider what it is used for and how it is used.

**LETTER WRITING**

There are two major types of letters;

* formal letters
* informal letters

**INFORMAL LETTERS**

These are simply letter s which are written to our friends, relatives and colleagues in an informal setting.

Format of an informal letter

It is the format only which differentiates formal letter from an informal one.

**Characteristics of informal letters**

* one address written on the right hand top corner
* salutation/ greetings i.e. dear …
* The body which must be paragraphed (indented), in good English and properly punctuated.
* Clearly concluded

**NB:** Unlike formal letters, informal letters do not have ‘**Re**’ and the signature.

Sometimes it is only the first name used when signing off.

St. Peter’s Secondary School,

P.O.Box 2340,

Kampala

4th January, 2018.

Dear Daddy,

How are you? How is everything at home? Is the construction of the house going on well? I just can not wait! When might the house warming be? Sweet mother must be working round the clock to ensure that the furnishings inside are superb.

Ah! Daddy, how is our Primary Leaving Examinations candidates? I know he is bookworm now that the examinations are round the corner. Eddy by the way does read hard, and I know he will make it to the school of his dream-Kings College, Budo, he says. Send my frying best wishes to him.

Daddy, I hope you still remember that our class day meeting is on 20th August, 2013. The meeting kicks off at 11:00am.

I would love to continue writing rivers of letters to you every day, but I must go for rehearsals now. I am taking part in our house play.

Your loving son,

Peter.

**Questions on letter writing**

1. Your Aunt invited you to her home and she took very good care of you. Write her a letter of appreciation telling her why you enjoyed your stay at her place.

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

2. Your Uncle has written to you with suggestions about what gift he should give

You at the end of this term. He has asked you to write back informing him of your choice, giving reasons for your preference. Choose only one set of gifts. He has made the following suggestions:

* A bicycle and a kit of weight lifting equipment.
* A computer, a video camera and a digital camera.
* A television set, a DVD player and radio cassette.
* A dictionary and an atlas.
* One hundred novels written by your favourite author.
* Five hundred thousand shillings

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Formal letters**

**These** are letters written to official individuals and places. These letters are also written to our superiors.

Format of a formal letter

1. The writer’s address is written at the right hand top corner
2. The date is written below the writer’s address after skipping a line.
3. The recipient’s address is written below the date but on the left hand side after skipping a line. The title of the recipient may be written if available.
4. The addresses are written in small letters however, capitalizing the initials.
5. A general salutation is used below the recipient’s address since usually his or her name is not known.

Use general salutations such as;

Dear sir or madam but not both.

1. The reference or reason for writing this letter comes below the salutation.

Only ‘**Re** is used followed by a colon (:) and a summary of the reason for writing the letter.

1. The body of the letter should be brief and relevant.
2. Sign off with phrases like;

Yours faithfully (most preferred)

Yours Sincerely

Yours in service, among others.

1. Signature of the writer.
2. Write the name below the signature but not vice versa. It should be in capital letters.

**Application letter**

**QN:** Write a letter to your chairperson electoral commission of your school applying for any prefectorial post after seeing the information on the notice board.

Wakiso Muslim S.S,

P.O. Box 36022,

Kampala.

24th January, 2018.

The Chairperson,

Electoral Commission,

Wakiso Muslim S.S.

Dear Sir,

Re: Application For the Post of Being The School Head girl.

I humbly submit in my application for the post of being the school head girl. I am a female Ugandan aged sixteen. I am also a fully registered and admitted student of Wakiso Muslim S.S. in the senior three class of 2018.

With the experience I have as far as leadership is concerned, I believe I am the best candidate for the post and if given chance, I promise to boost and steer the school to greater heights in all aspects.

Attached are photocopies of my leadership certificates and academic report cards.

I will be thankful if my application is highly considered.

Yours in Service,

Nalubowa

NALUBOWA EMARYN.

APPLICANT.

**Letters of apology**

Apology letters are written to seek for forgiveness. It is the offender to write this letter to the person he/she has offended.

This letter also calls for amend or re-establishment or restoration of trust between the offender and the offended.

NB: Apology letters are both formal and informal depending on the context in which you are asked by the question.

Observe the following while writing an apology letter;

* Be brief and concise
* Use words like- “please forgive me”,” I am sorry”,” I will never do it again”
* You must admit that you are in wrong.
* You have to show that you have changed or reformed.

**Example of a formal apology letter**

Imagine you are Awori Judith in senior two. You were told to clean the dormitory in the morning and you refused. The warden found it dirty and denied you lunch. Write an apology letter to the warden

**Wakiso Muslim S.S,**

**P.O. Box 36022,**

**Wakiso.**

**26th May, 2018.**

**The warden,**

**Wakiso Muslim S.S,**

**P.O. Box 36022,**

**Wakiso.**

Dear Sir,

Re: **Apology**

I am so disgraced with the way I conducted my self this morning. I failed to clean the dormitory as you ordered.

I did not bother to do the task as required which made you annoyed and also causing inconveniences in your programme.

I am very sorry about it and I promise never again to be irresponsible when given a task.

Yours Faithfully,

Awori

**AWORI JUDITH.**

**Sample question**

Write aletter to your biology teacher apologizing after fighting with a friend during one of his lessons.

**Answer**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Informal apology**

It is still good for us to say sorry after offending our friends and thus in this perspective, we write informal apologies. The language used in these letters is too friendly and casual.

Use only one address because it is an informal letter.

**Example**

**QN:** Imagine you have broken your friend’s plate during lunch time. Write a letter to her apologizing for the incident.

Wakiso Muslim S.S,

P.O. Box 36022,

Kampala.

23rd February, 2018.

Dear Sarah,

How are you doing my dear? I believe you are not fine because of what transpired during lunch time at the power house. I am so sorry and terribly ashamed for having made you miss lunch because I broke your plate.

Sarah, please, it was out of the too much fun that I played around with your plate to the extent of breaking it. I promise to repay it when visited by our parents next week.

I write this letter with too much regret asking for forgiveness from your heart since our friendship was not initiated by plates but the goodness of our hearts.

I will feel so jolly after seeing your fantastic smile back on your face my dear.

Your only Friend,

Carol.

Sample question

Write an apology letter to your mother after failing to cook food for the young ones at home.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Condolence letter**

These letters are always written to console someone who has faced a disaster like losing a dear one. They try to show that person that he/she is not alone in that bad situation, but someone or some people are with him/her spiritually, morally or physically.

In this letter you show how you are touched by the prevailing situation and how you would wish to help.

The tone of the letter must be sympathetic embodying sorrowful feelings towards the receiver as exemplified below;

Wakiso Muslim S.S,

P.O. Box 36022,

Wakiso.

26th May, 1992.

Mr. Nabbuka Bosco,

Wakiso Muslim S.S,

P.O. Box 36022,

Wakiso.

Dear Sir,

Re: Condolence Message.

With great shock I send this message to condole you over the untimely demise of your grandfather. Really it is a pity.

We accept the loss because it is God who gives and it is the same God who has taken him away from us. He has been a very good parent to everyone. When it came to giving pieces of advice, he could not segregate. We shall miss him a lot, but hopefully he is now with the Angles.

Please let me know in case there is anything that I can help.

May his soul rest in eternal peace.

Yours sincerely,

Tumwesige.

TUMWESIGE INSHABAN HU

Sample question

Write a condolence letter to a family friend upon the death of a parent.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Congratulation letters**

Congratulation letters are letters which acknowledge remarkable events or actions of a friend, relatives etc.

QN: Your friend has been appointed as the head cook of Wakiso Muslim S.S. Write a congratulatory message to her.

Wakiso Muslim S.S,

P.O. Box 36022,

Wakiso.

2nd November, 2018

Dear Sanyu Gloria,

It is great pleasure to hear of your recent appointment as the head cook of Wakiso Muslim S.S.

I therefore congratulate you over that elevation and I pray that you deliver all that is expected from you. Remember leadership comes from God, and so it is He who has given you that position.

I want to tell you that I am very happy and pleased for your develop in life. I once again congratulate you and may you serve accordingly.

Yours Sincerely

Odongo J

ODONGO JOHN.

**Sample question**.

Write a letter congratulating your brother after scoring eight for eight in his UCE examinations.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Letters of protest or complaint**

Plot 30 Yusuf Lule Road,

P.O.Box 2321,

Kampala, Uganda.

4th August, 2013.

The Manager,

Excellent Films Limited,

P.O.Box 345,

Kampala.

Dear Sir,

**RE: BAD PHOTOS**

I am writing to complain about the set of photographs your company developed for me recently. In my opinion, the photos were developed in an awful colour and are not worth

the Two hundred fifty thousand {250,000} shillings that I paid.

The film was new and my camera, canon type is automatic and brand new. So, I do not think the quality of the prints can be blamed on either the equipment or the films. I have enclosed the photos so that you can have a look.

I would like the photos reprinted giving a better quality colour, or other wise a refund of the Two hundred fifty thousand {250,000} shillings be made.

I look forward to hearing from you at your earliest convenience.

Yours Faithfully,

Bukirwatina

**BUKIRWA TINA GLORIA**

**Exercise**

Imagine you are the Games and sports prefect. Your patron gave you money to purchase balls which you later discovered were second hand type. Using the address of your school, write a letter of complaint to the sales manager asking for better balls.

**Answer**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Thank you letter / appreciation.**

These are letters written when showing gratitude after receiving some fair treatment from others. It can be written in a formal or an informal way depending on the receiver.

Namakula complex,

P.O. Box 254,

Wakiso.

25th January, 2018.

Dear Grandma,

Thank you awfully for the beautiful dress and cute sneakers you sent me as Christmas gifts. The dress is so bright with its red colour. By the way, I am so delighted that you chose my favourite colour, I really love red. The shoes are also a perfect match. My kid sister Eliza is crazy about them. I really look gorgeous in the attire. I am ever grateful for the surprising gift packages you send me.

Christmas was peaceful and the party was grand. Hope next time you convince you self to come and celebrate with us. I know you always laugh at coming over as a joke because you say you love a lot of space which we don’t have.

Thanks again for the Christmas gifts, I feel so happy and cared for. See you next time.

Your beloved granddaughter

Judy Awori.

**Sample question**

Write a letter appreciating your teacher of English language for the great services rendered to your class.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**THE CURRICULUM VITAE {CV}**

The term curriculum vitae has a Latin origin. It means ‘the course of one’s life’. This is the document that details your personal life, your academic qualifications and career experience.

You make it yourself to accompany job applications. It gives you an opportunity to state the details that will help you acquire a job. You must therefore, make it in such a way that it is convincing and competitive enough to give you an edge over other candidates for the same job.

**Format**

1. **Bio data / personal information**

This includes: sir name, other name, age, and date of birth, sex, place of birth, nationality, marital status, religion, address, telephone contact, and e-mail

This is a description of yourself that gives useful information

1. **Education and qualification**

State the year, institution and award or qualification. Indicate only the schools where you obtained an award.

1. **Skills.**

Here you are supposed to give your practical abilities that is, give what you are good at.

1. **Work experience / Employment record**

State the year and the place of work where you have ever worked. Write this in reverse order.

1. **Languages proficiency**

List the languages which you can speak, write, read and listen to.

**vii. Interests and hobbies**

State the activities that you do for pleasure when you are not working**.**

1. **Referees**

These are people who give information about your character and ability.

Give names, titles and addresses of at least three people.

1. **Declaration**

This is a statement, especially about what you feel or believe. For example, ‘I declare that the information above states the truth about me.

Put your signature and date.

**CURRICULUM VITAE**

**Personal information / Bio-data**

Name: Nalubowa Carol

Age: 24 Years

Date of birth: 18th August, 1993.

Sex: feMale

Place of birth: Gayaza

Nationality: Ugandan

Marital status: Single

Telephone contact: 0700 556677

Email: nalucarol@gmail.com

**Education back ground**

**Year Institution attended Award**

2013-2016 Makerere University Bachelor of Arts Education

2011-2012 central High School Uganda Advanced Certificate of Education.

2007-2010 Mengo Secondary Uganda Certificate of

School. Education.

2000-2006 Jinja primary school PLE certificate

**Work experience / Employment record**

**Year institution position**

2016-date Wakiso Muslim s.s teacher English language

2014-2016 Makerere University Guild Minister of Education

2011-2012 central high school Head prefect

**Skills**

Good computer skills,

Leadership skills,

Clean driving license.

**Interests / hobbies**

Foot ball

Music, dance and drama

Teaching.

**Languages proficiency**

**Language Reading Writing Speaking Listening**

English Very good Very good Very good Very good

Luganda Good Good Good Good

Arabic Good Good Good Good

Swahili Fair Fair Good Good

Lusoga Good Good Good Good

**Referees**

1. Mr.lubowa Emma

Head of department

English language

Wakiso Muslim s.s

0700112256.

2. Mr. Tumwesige Emma

Director St Lawrence schools

Kampala

0702343536.

**Declaration**

I declare that to the best of my knowledge and belief, the information

given above is truly authentic.

Signature……………………………….

Date 10th February, 2018.

**Exercise**

Imagine you are in your vacation. You need employment to keep your self busy. When you look through the news papers you come across the following advertisement:

Applications are invited from suitably qualified candidates for the post of “Day care Nursery Assistant” to look after workers’ children. Assuming you have already written your application for the job, write a curriculum vita you would attach to your application.

**Answer**

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**WRITING MINUTES**

Minutes are written records of what was said at a meeting. Minutes are written by the secretary of a meeting who should record the decisions reached.

Format

* Heading
* Date
* Agenda
* A list of members present and their responsibilities
* Members absent with apology
* Members absent with no apology
* Recording of minutes. The order given in the agenda is followed.
* Signature of the chairperson and the secretary plus their names below their respective signatures.
* Write the date on which the minutes were confirmed

**MINUTES OF A MEETING OF KIKUBO SENIOR SCHOOL DEBATING CLUB, HELD ON 15 TH MAY, 2018 IN THE DINING HALL AT 3:00PM**

**Agenda**

1. Opening prayer
2. Confirmation of previous minutes
3. Matters arising from previous minutes
4. Inter-school debating day
5. Any other business
6. Closing prayer

**Members present.**

1. Kalule John - Chair person

2. Mutyaba Mohammed - Treasurer

3. Buyungo Abbas - Member

4. Namayanja Flavia - Member

5. Awori Esther - member

6. Akinyi Evelyn - Secretary

**Absent with apology**

6. Ssebanyiga Joseph

7. Nankabirwa Rashidah

**Absent without apology**

8. Akankunda Jolly

**Minute 1/05/2018 Opening prayer**

The meeting was called to order at 3:05pm. The prayer was led by Awori Esther.

**Minute 2/05/2018 chairperson’s communication**

The chairperson welcomed the members and thanked them for keeping time.

He appreciated them for being active.

The chairperson reported that all the arrangements for the inter-school debating day had been finalized. However, he requested that a few more Girls’ schools be invited. He requested the secretary to raise the issue with the club patron.

The chairperson also asked the treasurer to provide the money for buying refreshments in good time.

**Minute 3/05/2018Confirmation of previous minutes.**

The secretary read the minutes of the previous meeting that was held on 4th April, 2013. They were approved as a true record of the meeting’s proceedings. The chairman then signed the minutes.

**Minute 4/05/2018 Matters arising from previous minutes**

Members wanted to know whether the club had been allowed to hold debates on Friday evenings. The chairman reported that the matter was being considered.

Members wanted to know whether the receipt book which had been reported lost in the previous meeting had been found.

**Minute 5/05/2018 Recruitment.**

The secretary was asked to announce the recruitment of more members.

The chairman was requested to liaise with the club patron to organize a date for the club elections

**Minute 6/05/2018Closing prayer / Adjournment.**

There being no other business, the meeting was adjourned at 4:15pm

with a prayer led by Buyondo Abbas.

………………………………….. ……………………………

AKINYI EVELYN KALULE JOHN

**Secretary Chairperson**

**Exercise**

You have been chosen to be secretary of prefects’ meeting, you are required to write minutes of the meeting scheduled for Saturday 16th May, 2018 in the school library. The meeting will be chaired by the Head prefect and will be a follow up on the students’ discipline and the performance of the prefects. Develop minutes for that meeting.

**Answer**

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**WRITING MEMOS**

A memo is the short word for ‘memorandum’ and the plural is memoranda. Memorandum means “a written reminder”. They are about communications circulated within a company. Memorandums always serve one purpose of informing.

**Characteristics of a memo**

1. Deals with one subject or issue
2. It is usually brief and precise.
3. It is semi-formal; there is no slang or colloquialisms.
4. Can be hand written or typed.
5. Can be copied to a number of people if necessary
6. Follows conventions of grammar, punctuation and spelling.

**Format**

**Sample memo**

**Kawempe Muslim S.S**

**P.O.Box 2233,Kampala**

From : T. Inshaban Hu, Personnel officer.

To : All Departmental Heads.

Date : 10th July, 2018.

Subject: Workshop scheduled for July through 15th August, 2018.

Please attach each member of your department to the programme. Ask them to follow the schedule carefully.

We need every one’s co-operation. Thank you.

Enc: School’s annual programme and guides.

Management

**Note.**

Memos from subordinates to superior use the receiver first format where {To} comes before the sender’s {From}. But when it is from superior to the subordinate the sender first format is used where {From} comes first and the {To} comes afterwards.

**Activity 1**

Imagine you are the head prefect, write a memo to all the prefects informing them of the meeting scheduled for 20th August, 2018 in the school library. The major issue for discussion will be discipline of students.

**Answer**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Activity 2**

Imagine that Senior One Students have just reported at your school, and being new at the secondary school level, many of them look confused in this new environment. Write a memo to these students on how to effectively manage secondary school life.

**Answer**

................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**WRITING A REPORT**

A report describes a study, an investigation, or a project.

- Its purpose is to provide recommendations or updates, and sometimes to persuade the readers to accept an idea.

- It is written by a single person or a group who has investigated the issue.

- It is read by people who require the information.

**Format**

1. **Title**
   * It should tell the reader exactly what the report is about
   * It should have the date.
2. **Contents list**
   * If your report has a number of sections, it is important to include a table of contents so that the readers can easily find the information they want.
   * A good way to structure a report is to use numbered headings

For example;

1.0 English speaking

1.1 Attendance

1.2 Punctuality

1.3 Smartness etc

1. **Introduction**
   * This should give the reader the background to the report
   * Why you are writing it
   * You should also include what the report will cover
   * How you got the information you have based the report on.
2. **Body of the report**
   * The main body of the report will follow the structure in the contents list.
   * It will give precise information about the research you have carried out and what you have discovered from it.
   * The information should be mainly factual and not based on opinion.

**5. Conclusion**

- This is where you give your opinions on the facts that you have discovered.

- If you have been asked to give recommendations, they should be based on your conclusion.

**6. Recommendations**

- Recommendations should be based on your conclusions. You should also let the reader know what you predict will happen if your recommendations are followed.

**Example**

**REPORT ON THE MARKET RESEARCH CARRIED OUT ABOUT BUYUNGO BAKERY PRODUCTS FROM 21ST JANUARY TO 26TH JANUARY, 2014.**

**Introduction**

On 19th January, 2014 the Managing Director of Buyungo Bakery instructed the marketing manager to carry out market research to establish the causes of declining sales in Buyungo Bakery. This report entails the methods used, findings, conclusion and recommendations.

**1.0 Methods / procedure**

The Marketing Manager moved to the field and observed the way agents and sales

persons deal with the selling process. He also had oral interview with middlemen in the distribution channel and then customers.

**1.1 Findings**

It was discovered that the distribution trucks just used to stop in the big towns, ignoring the semi-urban and rural areas. Two of the sales persons had skin rashes and one was severely coughing and unattractive to look at by customers. The one kilogram loaf of bread was highly priced and in some areas the sliced loaves bread would reach when they had broken into powder form.

The sales persons were very unsocial when dealing with customers.

**1.2 Conclusion**

The causes of declining sales in Buyungo bakery is as a result of inadequate product distribution, unattractive and unskilled sales persons, poor relationship between sellers and customers, high product prices and choice of wrong modes of delivery to customers.

**1.3 Recommendations**

There is need for using more distribution trucks to enable all the customers’ access the product, recruitment of sales persons in good health, regulating the price of the products, choice of a better method of delivery of the product and increasing customers care by the sales persons.

Prepared by,

Wayneyasin

WAYNE YASIN

**Marketing manager**

27th January, 2014.

**Exercise 1**

**Write** a weekly duty report to your head teacher after being the prefect on duty.

………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………....

**Exercise 2**

Your club has visited a game park in Uganda. On your return to school you are required to present a report of the trip to the club patron. Write a report that you would present.

**Answer**

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Exercise 3**

Imagine your parents were not at home for a week. You want to tell them what happened while they were away. Write it in form of a report.

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………………………………………………………………………………………………………………

**SPEECH WRITING**

It is to do with public speaking. Public speaking is the art of making public talks at gatherings or particular functions and occasions, like; farewell parties, weddings, graduation parties, birthday parties etc. The language used in a speech depends on the occasion and audience.

**Qualities of a good speech**

1. **The choice of topic**

Choose a topic that is of interest to you and the audience. It is to this kind of topic that you can be committed. A well chosen topic would fit to the time allocated for it as well as fit the function of the speech.

1. **Clear purpose**

It should be clear what your purpose is. Is it to inform, persuade to change behaviour or entertain? This is where your relationship with the audience has to be very clear.

1. **Audience involvement.**

You should never lose your focus on the audience as you prepare your speech. Do not be too involved with what you are saying so as to lose touch with the

Listener. Identify with the audience at whatever stage of preparing the speech.

1. **Skilful language use.**

You must aim at communicating and using words which have clear meanings. Sentences in speeches should be simple and direct.

**The main parts of a speech**

A speech is supposed to have the following in order to be complete.

**i. Title**

The title is supposed to state what the speech is about.

**ii. Introduction**

- begin by observing the protocol

- give introductory remarks in line with what the speech is all about.

**iii. Body**

- This is the speech itself.

- It is made up of paragraphs. Each paragraph contains one main idea.

- Ensure variety of sentence structures.

- Ensure correct spelling, punctuation and tenses

**iv. Conclusion**

Be brief, clear and sharp because everybody has had enough.

**Example 1**

**QN:** You are the head prefect, and you have been programmed to make a speech at S4 farewell party. Write the speech that you will present.

**A SPEECH DELIVERED BY THE HEAD GIRL DURING THE SENIOR FOUR LEAVERS’ PARTY**

On behalf of the entire student’s body, let me take this opportunity to recorgnise the presence of Deputy Head teacher, the Director of Studies, the teachers present, ladies and gentlemen.

Speaking to you is Magezi Shalon, the head girl of this great institution. Dear candidates, today is the day we have been longing for. We are indeed grateful to the school administration for honouring our request for the party. Surely without your support, this would not have come to pass. May the Almighty abundantly reward you.

It is not a day for making long speeches, but let me take this opportunity to implore you to enjoy yourselves to the full. As the saying goes; work without play makes Jack a dull boy, let us today shake our bones as we await our final examinations. We are all aware that it has not been an easy ride for us, many have fallen along the way. It is believed that when the going gets tough, the tough get going, I am indeed convinced that we are the tough ones.

Let me end here by encouraging you to crush those papers; I assure you that success will come smiling our way, if we put all our minds in our books, and remember we are accountable to our parents. I wish you success in the forthcoming examinations and may God bless you all.

I remain the head prefect.

MAGEZI SHALON

**Example 2**

**SPEECH BY THE ASPIRING HEAD PREFECT ON 20TH FEBRUARY 2018 ABOUT HER MANIFESTO AT WAKISO MUSLIM SECONDARY SCHOOL**

Our dear Headmistress, the teaching and non-teaching members of staff present, and my fellow students, I greet you all in the name of Allah.

I am standing in front of you as the only courageous girl for the post of Head prefect.

When you put me into power, I will play it smart to every one as your expectations will be. I will make sure that academics in our school go to another level. In this case, our library will be furthermore organised and new and adequate text books will be bought and be installed in it.

Further more, I will make sure that the day scholars change from the bed of thorns of walking the long journeys to using the school van in order to reach school on time.

I have realized that Luganda speaking has been made the order of the day at school. I promise that when I am put into power, I will make sure that vernacular is kicked out of school for the betterment of our academics.

Since time is not our best ally, allow me to stop here.

Vote wisely, vote Namuju Emilly.

Thank you for paying utmost attention.

God bless you all.

Namuju Emilly

NAMUJU EMILLY.

Aspiring Head prefect

………………………………………………………………………………………………

**Exercise 2**

You are a head prefect at your school. Recently there have been very many violent strikes in various schools in the country. Write a speech that you would deliver at a conference organised for Head prefects in your district on the dangers of such strikes.

You may include some or all the points below and any other;

* + destruction of property
  + increased financial burden to parents
  + loss of valuable property
  + poor performance in public examinations
  + any other which may be vital

**Answer**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**WRITING NOTICES**

These are written forms of communication that are put in public places with messages that announce, warn or give information of public interest. Notices are common in institutions, companies and any other places that may have many people.

Notices are always direct and straight to the point.

Since they aim at the public the writer must ensure that the words can easily be understood and that they are readable.

The reason for writing the notice should be in the heading of the notice and must be capitalized to alert the public even from far.

The writer must indicate his or her name after the notice. In case of a company “management” is often used to show that the notice comes from the members with authority.

**Example 1**

**NOTICE TO ALL THE STUDENTS**

This is to kindly inform all the students that the computer laboratory is out of bounds to all the students .this is so because the laboratory attendants went for a refresher course for two weeks from 7thjanuary.2018 to 21st January 2018.

We apologise for the inconveniences caused.

Management

**WRITING A DIALOGUE**

It is possible that you can write a complete story using the actual words that people are speaking. If you handle it well we can get to know more about the characters in your story.

**Points of reference**

* Think of the story you want to tell.
* Who are the characters? Keep 2-3 only
* Punctuate the speech correctly
* Each new speaker starts a new paragraph
* Use a dash to indicate that the next speaker has interrupted someone speaking
* Use a wide range of speech tags such as whispered, yelled, cried, shouted, answered, retorted stuttered, suggested, snapped, queried, sneered, questioned, exclaimed, replied, screamed, murmured, stammered.

**Example 1**

**QN:** Assume you were sick and by the time you left the school dispensary the teacher had already entered the class room. Write a conversation between you and the teacher as you wanted to attend the lesson.

**A DIALOGUE BETWEEN THE TEACHER AND THE STUDENT AFTER COMING LATE TO CLASS.**

**Student :** Excuse me sir.

**Teacher :** Yes please, how can I help you?

**Student :** May I come in please.

**Teacher :** Why are you late for class?

**Student :** I am from meeting the school nurse.

**Teacher :** Why?

**Student :** I am very sick, sir.

**Teacher :** What are you suffering from?

**Student :** I have some strange headache teacher.

**Teacher :** Oh! Sorry. Have you received any treatment yet?

**Student :** Yes sir and I feel quite relieved.

**Teacher :** That is great, you can come in.

**Student :** Thank you teacher.

**Teacher** : You are welcome.

**Example 2**

**At the taxi park**

**Conductor:** {shouting} Mukono! Mukono! Hurry this way! This taxi is leaving immediately Mukono! Mukono!

**Betty:** {Entering taxi and sitting down} Why should you shout like that? You will burst our ear drums!

**Conductor:** It is the best way to attract passengers. {Shouts again} Mukono! Mukono Nakifuma. One more seat.

**Betty:**  {Irritated} The passengers know which taxis to board. They can see the placards and they are neither deaf nor blind!

**Conductor:** Keep your advice to yourself! You will find it useful when you become a conductor.

**Betty:** {Angry} How dare you insult me! You conductors don’t even bathe.

Besides, do I go to school for nothing?

**Conductor:** Well, you don’t behave like one who does!

**Exercise 2**

Imagine that you were arrested and taken to a police station after you were falsely accused of assaulting an old woman. Write a dialogue that took place between you and the policeman who interrogated you at the station. Write at least five responses from each of you.

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

**WRITING ANNOUNCEMENTS**

The noun “announcement” comes from the verb “announce”. To announce is to tell people something officially, especially about a decision, plans among others.

Therefore, an announcement is a spoken or written statement that informs people about something.

Announcements are always written in “third person”.

**Example 1**

**IN LOVING MEMORY**

One year has passed since that sad day when Methuselah Wanela Wamala left this world without farewell. He was born on 17th April, 1944 and died on 17th January, 2013.

Sad and sadden was the call.

He said good buy to none, but heaven’s gate was wide open and a loving voice received him. Indeed, it has not been easy living through without him. Loved by one and many, they have a memory, they cherish forever.

They appreciate each and everyone who walked the mourning journey with them. They are comforted in knowing that he is in God’s kingdom.

Dearly missed by his loving wife Florence, children: William and Samson, relatives, Rotarians and friends.

A memorial service will be held at 9:00 am on 27th July, 2018 at the Family Home, Bukasakya, Mbale

May his soul rest in eternal peace.

17th January, 2018.

**Activity 1**

Your father has just notified you that his Toyota Mark 11, UAT 404M was stolen from the parking at National Theatre, the previous night. He has already reported to Central Police Station {C.P.S} Kampala but still there are no reports about where it could be. Help your father to write an announcement which will be taken to one of the radio stations announcing the stolen vehicle. You may include all the details that can lead to its recovery.

**Answer**

................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**Activity 2**

Imagine that your paternal uncle has just died. Write an announcement giving the details of the burial ceremony and all the necessary information which may be important to the relatives and friends.

**Answer**

................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

**PREPARING A PROGRAMMES**

Programmes contain the following components

* heading
* name of organization and address
* name of programme
* date column
* activity { must be in chronological order and present continuous tense}
* person in charge / person responsible
* remarks column
* prepared by: signature, name and title

Note: All programmes are prepared but not designed.

The remarks column is not filled in but just left blank since the activities are not yet done.

**Example**

ANGEL PREPARATORY SCHOOL

P.O.BOX 4455,

TELEPHONE 0701221154

INTER HOUSE MUSIC DANCE DRAMA COMPETITIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Person in charge** | **Remarks** |
| 9:00am | Opening prayer | Sheikh Abdul Silliman |  |
| 10:00am | Play | Green House |  |
| 10:30am | Play | Blue House |  |
| 11:00am | Mime | Green House |  |
| 11:30am | Mime | Orange House |  |
| 12:00pm | Mime | Blue House |  |
| 12:30pm | Traditional dance | Orange House |  |
| 1:00pm | Traditional dance | Green House |  |
| 2:30pm | Lunch | Welfare Department |  |
| 3:00pm | Original composition | Green House |  |
| 3:20pm | Original composition | Orange House |  |
| 3:40pm | Original composition | Blue House |  |
| 4:00pm | Head teacher’s speech | Head teacher |  |
| 4:20pm | Guest of honour’s speech | Guest of honour |  |
| 4:40pm | Awarding of certificates | Sports master |  |
| 5:00pm | Announcing final results | Judges / Adjudicators |  |

**Exercise**

Your class has organized the end of year party on which many people are expected to attend. The programme of the day will include: prayer, speeches, entertainment, and lunch among other activities. Prepare the programme to be followed at the party.

**Answer**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**WRITING A STATEMENT**

A statement is a written account of what happened and may be used as evidence in court. This is mostly done after a crime and by and large at a police station or with the authority.

When recording a statement, the following information should be included;

* Descriptions of the crime or even the witnesses.
* Descriptions, identifying marks or serial numbers of any stolen or damaged property.
* Date and time the crime took place.
* Your position (reporter).

**Sample**

A STATEMENT DELIVERED BY SSEVIRI JOHN ABOUT THEFTY ALONG MBUZI STREET ON MONDAY 23RD JANUARY, 2018 AT 1:00 PM.

I, sseviri John, eighteen years of age, a male Ugandan, Muganda by tribe; a doctor by profession, married and a resident of Kiraalo municipality, telephone contact 0785478989.

On the night of 23rd January, 2018 at around 1:00 pm, I was sleeping in my bedroom when a gang of robbers raided my house. I was able to see these robbers through the curtain window of my bedroom.

One of them kicked the door open sending us screaming for help. One of them, who was short and stout, with hoarse voice handcuffed me and pushed me in the bathroom; where he locked me up. The rest of the family members were locked up in the toilet next to my bedroom.

I could hear them pack household items. There was an argument between them on how to share the loot. In the process, a fight ensued and the three men took with what they could, leaving the injured one whom I jumped on from the ventilator. I managed to wrestle him to total submission and immediately called the police who arrested him.

The thieves took off with a “25” inch TV set worthy one million shillings, a radio of seven hundred thousand shillings, a flat iron rated at one hundred thousand shillings, a Samsung galaxy J112 mobile phone worthy two millions and cash of three millions from my wallet amounting to seven million, eight hundred thousand shillings (7,800,000/=). I do not these men for I had never seen them before. This is what I saw.

SSEVIRI JOHN

**QN:** Imagine that you have been found stealing tomatoes from the store. The teacher in charge of discipline has asked write a statement to be filed. Write a statement describing the incident.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**WRITING A RECIPE**

A recipe can be described as a set of instructions or layout of steps followed in cooking. The instructions include;

* Ingredients to use
* Measurements
* Time for every step, and
* Method of cooking.

**Example**

Write a recipe for French bone meat that can be used to serve two people.

**Recipe for French Bone Meat**

Ingredients needed

* A piece of meat with a bone in it
* Fats
* 5 Smashed onions
* A pinch of salt

Procedure

* Clean the piece of meat and spread it on the table
* Cut through its skin. Let the cuttings be like a tortoise skin
* Smear the smashed onions on the whole meat and through the cuttings
* Add salt onto your piece of meat
* Smear the fats on the meat and through the cuttings thoroughly well until it is covered
* Put it in the oven for 30 – 40 minutes at 500c.
* Remove from the oven and change it upside down and put it back for another 30 – 40 minutes at 350c
* Serve while hot with cucumber, raw tomatoes and cabbages.

**QN**: Write a recipe for a dish that is popular in your community. Remember to base the amount of ingredients on the number of people to be served.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**REVISION QUESTIONS FOR COMPOSITION WRITING {SECTION B}**

**Narrative Writing**

1. Write an original story ending, “…after a long wait in my unknown environment, when the light was turned on what I held in my hand was a tiny brown calabash”.
2. Write an original story beginning, “When my parents gave me money to pay my school fees in a bank, little did I know that I would lose it to a gang of thieves dressed as old women.
3. Narrate an incident in which two of your friends perished.
4. Write a composition with a title: “The return of a champion”
5. Write an original story of a family which returns home after a period of insurgency in the home area.
6. Narrate how some one you trusted betrayed you.
7. Write an original story of a child living with a relative that mistreats him or her.
8. Write an original story about when you did something that you knew to be wrong. How did you feel later on? What did you do about it?
9. Write a story titled “Trouble at home”.
10. Write a story ending, “…I will never forget that strange old woman”

**Writing from sayings and proverbs**

1. Write a story based on: A stitch in time saves nine”.
2. Write a story based on: “Be kind to people on your way up because you will meet them on your way down”.
3. Write a story based on: “Necessity is the mother of invention”.
4. Write a story based on: “Pride goes before a fall”
5. Write a story based on: “A bird in the hand is worth two in the bush”.
6. Write a story based on: “Better late than never”.
7. Write a story based on: “A bird in the hand is worth two in the bush”.
8. Write a story based on: “To err is human to forgive divine”.
9. Narrate a story based on: “Patience pays”
10. Narrate a story based on: “Better be alone than in ill company”.

**Descriptive Writing**

1. Describe in detail an incident when football hooligans spoilt a match between your favourite club and another club.
2. Describe a time when you were forced to tell a lie to save yourself.
3. Describe in detail your village on Saturday.
4. Describe an incident which you witnessed, describing how it happened and what followed.
5. Describe your favourite cerebration in the year and explain its significance to you as an individual.
6. Describe in detail a Sports day event that resulted in the death of a student.
7. Describe an incident when you were walking home and you found a goat in a deep ditch. What was your reaction? What did you do to get it out?
8. Describe the most unforgettable person you have ever met.
9. Describe the most pleasant surprise you have ever got.
10. Describe what happened when you were left alone in the house when the rest of the family was away at a funeral.

**Discursive / Argumentative Writing**

1. Give the advantages and disadvantages of physical punishments in secondary schools.
2. Parents should find spouses for their children. Do you agree?
3. Do you think that corruption is Uganda’s greatest problem? Give reasons for your answer.
4. Explain the advantages and disadvantages of single sex schools.
5. Suggest ways of reducing the problem of stealing in your home area.
6. Why is it important that every Ugandan should be literate?
7. Mention the problems faced by primary and secondary school teachers in Uganda.
8. What are the qualities of a good Head prefect?
9. “That girls should enjoy the same education opportunities” Give your views on this.
10. Give your reasons for teaching science subjects in secondary schools in Uganda.

**SOME STRONG ADJECTIVES**

The following are some strong adjectives and the words or phrases that can best describe them.

1. **Frightened**
   * afraid
   * scared
   * fearful
   * terrified
   * petrified
   * alarmed
   * panic stricken
   * scared to death
   * apprehensive
   * faint-hearted
   * nervous
   * timid
2. **Angry**
   * mad
   * annoyed
   * irritated
   * cross
   * furious
   * in a rage
   * enraged
   * vexed
   * exasperation
   * in a temper
   * fuming
   * indignant
   * offended
   * resentful
   * wrathful
3. **Surprised**
   * staggered
   * lost for words
   * dumb founded / dumbstruck
   * stunned
   * taken aback
   * astounded
   * startled
   * astonished
   * amazed
4. **Happy**
   * delighted
   * pleased
   * appeased
   * glad
   * overjoyed
   * thrilled
   * cheerful
   * contented
   * elated
   * on cloud nine
   * over the moon
   * in high spirit
   * cheerful
   * comic
   * diverting
   * funny
   * humorous
   * laughable
5. **Worried**
   * stressed
   * nervous
   * frantic
   * disturbed
   * beside oneself with worry
   * preoccupied
   * bothered
   * concerned
   * troubled
   * anxious
   * worried
6. **Dangerous**
   * hazardous
   * perilous
   * precarious
   * risky
   * threatening
7. **Careless**
   * absent-minded
   * heedless
   * inattentive
   * indiscreet
   * precipitate
   * reckless
   * scatter-brained
   * thoughtless
   * unguarded
   * unmindful
   * unobservant
   * unwary
   * wanton
8. **Determined**
   * constant
   * decided
   * dogged
   * firm
   * persevering
   * relentless
   * resolute
   * resolved
   * steadfast
   * tenacious
   * unflinching
   * unwavering
   * unyielding
9. **Painful**
   * agonizing
   * excruciating
   * hurtful
   * insufferable
   * sharp
   * sore
   * unbearable
   * uncomfortable
10. **Proud**
    * arrogant
    * boastful
    * conceited
    * disdainful
    * haughty
    * imperious
    * lofty
    * self-satisfied
    * supercilious
    * vain
    * vain glorious
11. **Violence**
    * boisterous
    * ferocious
    * fierce
    * forcible
    * frantic
    * frenzied
    * furious
    * raging
    * riotous
    * rough
    * savage
    * turbulent
    * vehement
    * vicious
    * wild

**12. Big**

* + boundless
  + bulky
  + colossal
  + enormous
  + gigantic
  + great
  + huge
  + immense
  + large
  + massive
  + mighty
  + stupendous

1. **Deceitful** 
   * artful
   * cunning
   * dishonest
   * double-dealing
   * faithfulness
   * false
   * fraudulent
   * hypocritical
   * insincere
   * sly
   * two-faced
   * unfair
   * untrue
   * untruthful
2. **Magnificent**
   * fine
   * gorgeous
   * grand
   * imposing
   * majestic
   * splendid
   * stately
   * sumptuous
   * superb
3. **Poor**
   * destitute
   * needy
   * penniless
   * poverty-stricken
4. **Sad**
   * broken-hearted
   * cheerless
   * dejected
   * depressing
   * despondent
   * disconsolate
   * doleful
   * downcast
   * down-hearted
   * forlorn
   * heavy-hearted
   * lamentable
   * low-spirited
   * melancholy
   * mournful
   * unhappy
   * woebegone

**IDIOMS/ FIGURATIVE EXPRESSIONS**

1. **To run off your feet** – this is when someone is really busy.

Example: She has been practically run off her feet with too many patients in her clinic.

1. **To start off on the wrong foot** - to start a business venture or relationship wrongly.

Example: Jane has started off on the wrong foot with her brother’s children.

1. **Like a dream** – it means something that is too good to be true.eg when Peter started at the new school; everything went on so smoothly that it was like a dream.
2. **To be or live in a dream world** – when somebody has hopes which are not practical and not likely to be successful.

Example: The fact that Immaculate thinks that she can be Miss Uganda surely means that she lives in a dream world.

1. **To eat one’s fill** – to eat until you are satisfied.

Example: Please allow the children to eat to their fill.

1. **To eat like a bird** – means to eat very little.

Example: When I visited my Aunt I had to eat like a bird because I feared that she would say I was greedy.

1. **Love at first sight** – A situation where people develop an instant, strong attraction for someone they have just met.

Example: My grand mother used to tell me that marriage which results from love at first sight is usually short-lived.

1. **The love of your life** – refers to someone you love most in your life.

Example: There is no question that right now the love of my life is my beloved mother.

1. **To take your life in your hands** – refers to a situation when someone does something very risky.

Example: I know that the watchman takes his life in his hands whenever he sits at that gate.

1. **It’s a dog’s life** – refers to a situation when life is hard and unpleasant.

Example: We earn very little salary and we can not afford the basic needs. It is really a dog’s life.

1. **To be chief cook and bottle washer** – refers to a situation in which one person is in charge of preparing meals at a function as well as being the one to wash up.

Example: At my brother’s graduation party, I was the chief cook and the bottle washer.

1. **To cook the books** – refers to a situation in which someone records false information with the aim of embezzling money.

Example: By the time the organization found out that Rashid had been cooking the books; he had already fled the country.

1. **To cook up a story** – refers a situation in which someone invents something in order to produce an expected result.

Example: The mother cooked up a story so that her children would not know that their father had died in an accident.

1. **To hit the road** – to begin a journey.

Example: When I noticed that it was getting late, I hit the road.

1. **Your road to Damascus** – refers to a very significant experience that changes one’s entire life.

Example: Going to France for holiday last year was my road to Damascus.

1. **To sweat blood** – means working very hard.

Example: My boss is heartless because I have to sweat blood first before he thinks of paying me.

1. **In cold blood** – Deliberately and without feeling.

Example: It is alleged that the security guard killed the man in cold blood.

1. **In the blink of an eye** – very quickly or in a short time.

Example: We rushed him to the hospital but in the blink of an eye he breathe his last.

1. **By hook or by crook** – using any method you can, even a dishonest one. Example: He said that by hook or by crook he had to become rich in three years’ time.
2. **To work against the clock** – refers to working very fast well knowing that one has very limited time to accomplish a given task.

Example: When the Minister of Health got involved in a motor accident, doctors worked against the clock to save his life.

1. **Until the cows come home** – for a long time.

Example: When Politicians are given opportunity to address people; they speak until cows come home.

1. **To take the bull by the horns** – means that someone bravely faces a difficult situation.

Example: I had to take the bull by the horns and I asked the president about increasing corruption in the country.

1. **To beef up something** – refers to making something stronger or more efficient. Example: The Inspector General of Police has beefed up security in the towns ahead of the coming presidential elections.
2. **The land of milk and honey** – refers to a country or place where most people would prefer live because of its wonderful infrastructure and economy.
3. **To drink like a fish** – means that someone usually drinks too much alcohol. Example: I would not be surprised if Stephen finished ten bottles of beer because he drinks like a fish.
4. **Spic and span** – neat and clean {it is used for places only}.

Example: My brother’s house is spick and span and that’s why everybody admires it.

1. **To play with fire** – refers to doing something that is likely to cause you problems in future.

Example: Susan started smoking cigarettes but little did she know that she was playing with fire

1. **Marry money** – refers to a situation when someone marries for the purpose of wealth.

Example: When I had that twenty-year-old Mary was getting married to seventy-five-year-old Musa, I straight away suspected that it was a case of marrying money.

1. **Pots of money** – refers to a situation when someone has a lot of money.

Example: The family of the Queen of England has got pots of money.

1. **Get in/into the swing** – to get used to activity or a situation & become fully involved in it.
2. **The lion’s share –** the largest part; almost the whole.

Example: My father bought a lot of sweet and gave me the lion’s share which annoyed my siblings.

1. **To see the light –** to understand; to be converted.

Example: Alinaitwe saw the light and decided to join the ruling party.

1. **To read between the lines –** To detect the hidden meaning.

Example: In order to understand the meaning of the poem, the reader has to read between the lines.

1. **In the nick of time –** At the right moment; just before too late.

Example: The president arrived in the nick of time when every body was anxious to see him.

1. **To lead by the nose –** To lead blindly.

Example: The young girl was led by the nose into marriage.

1. **A hard nut to crack –** a person difficult to convince; a problem difficult to solve. Example: Jane told me that her husband got a second wife but separating them became a hard nut to crack.
2. **In a nutshell –** summed up in a few words.

Example: In a nutshell, the minister wished everybody a merry Christmas and prosperous new year.

1. **To mind one’s P’s and Q’s –** to be very particular about one’s behavior. { In the old days in the ale houses the host used to mark up the pints and quarts consumed by his customers on the wall or mind his P{ints} and Q{uarts} in order that he did not get overcharged.}

1. **Red-letter day –** a memorable day; a day of great importance.

Example: My red-letter day will always be the day I entered the State House at Entebbe.

1. **Rome was not built in a day –** it takes time to accomplish anything really worthwhile. {Rome was the capital city of the great Roman Empire.}

Example: The president told the people who always blame him for the mistakes in his government that Rome was not built in a day.

1. **To be caught red-handed –** to be caught in the very act of committing a crime. Example: Moses was caught red-handed searching in his mother’s hand bag.
2. **To break the record –** to surpass all previous achievements in competition, especially in the field of sports.

Example: Uganda’s Kiprotch broke the record when he won both the Olympics and World Championship in the same season.

1. **A nine day’s wonder –** an event which creates a sensation for a time but is soon forgotten.

Example: Last year’s Sports Day was at our school was a nine day’s wonder.

1. **A wet blanket –** a person who discourages others; one who is damper to enjoyment.
2. **To bite the dust –** to be defeated in battle – to die.

Example: During the First World War, many African soldiers had to bite the dust because they were not all that experienced in what they were doing.

1. **One’s bread and butter –** one’s means of livelihood.

Example: Many Ugandans do confess that farming is their bread and butter.

1. **His bread is well buttered –** he is in fortunate circumstances.

Example: Uncle Okot Peter whose bread is well buttered was appointed Minister.

1. **The bread winner –** one who provides the means of livelihood for himself and his family.

Example: My family has nothing to eat because the bread winner is seriously sick.

1. **To let the cat out of the bag** – to expose the trick; to let out the secret.

Example: We had planned to trap the thief but unfortunately one of us let the cat out of the bag.

1. **To commit to memory** – to learn by heart.

Example: When I am in class studying, I always commit to memory in order to retrieve the learnt material.

1. **In apple-pie order** – neat and very well organized.

Example: She keeps the books in apple-pie order.

1. **Keep somebody at arm’s length** – avoid becoming too friendly with somebody.

Example: She is the kind of girl who is best kept at arm’s length.

1. **Like a bull in a china shop** – very careless or clumsy, especially in a situation where you need to be careful.

Example: He behaved like a bull in a china shop, treading on everyone’s feet and apologizing constantly.

1. **Eat humble pie** – Say and show that you are sorry for a mistake that you made.

Example: I had to eat humble pie when William, who I had said would never have any success, won the debate.

1. **Full of beans** – very lively, active and healthy.

Example: My uncle is certainly full of beans after his illness.

1. **Take to your heels** – run away very quickly.

Example: The thieves took to their heels when they heard the alarm.

1. **On tenterhooks** – {be} very tense, excited or anxious about what might happen.

Example: The students were kept on tenterhooks for hours while the teachers chose the winner.

1. **On the horns of a dilemma** – a situation in which you must make a choice between things which are equally unpleasant.

Example: I am really on the horns of a dilemma, I need that dress but I can not afford it.

1. **Flog a dead horse** – Waste your effort by trying to do something that is no longer possible.

Example: After failing the national examination, he started going to every teacher complaining that he might have been under marked but I told him that he was trying to flog a dead horse.

1. **Turn a deaf ear {to something}** – refuse to listen {to something}; ignore something.

Example: She turned a deaf ear to her parents’ advice and ran away for marriage.

**PHRASAL VERBS**

In modern English it is very usual to place prepositions or adverbs after certain verbs so as to obtain a variety of meanings:

1. **Run away** – flee, desert {one’s home/ school etc}, elope:

- The thief ran away and the policeman ran after him.

* + He ran away from home and got a job in a garage.

1. **Run away with** – become uncontrollable {of emotions}; gallop off out of rider’s control {of horses}.
   * Don’t let your emotions run away with you.
   * His horse ran away with him and he had a bad fall.
2. **Run down** – disparage, speak ill of or become unwound/discharged {of clocks/batteries etc}
   * He is always running down his neighbours. {Running his neighbours down/running them down}.
   * This torch is useless; the battery has run down.
3. **Run into** – collide with {of vehicles}:
   * The car skidded and ran into a lamp-post. {Struck the lamp-post}.
4. **Run over** –over flow.
   * He turned on both taps full and left the bathroom. When he came he found that the water was running over the edge of the bath.
5. **Get about** – circulate; move or travel in a general sense:
   * The news got about that he had won the first prize in the state lottery and every body began asking him for money.
6. **Get away** – escape, be free to leave.
   * Do not ask him how he is because when he starts talking about his health you will never get away from him.
   * I had a lot to do in the office and I did not get away till mid-night.
7. **Get away with** – perform some illegal or wrong act without being punished, usually even being caught.
   * He began forging cheques and at first he got away with it but in the end he was caught and sent to prison.
8. **Get back** – recover possession of:
   * If you lend him a book he will lend it to someone else and you will never get it back. {get back your book / get your book back}
9. **Get off** – be acquitted or receive no punishment.

11. **Get out** – escape from or leave an enclosed place.

* + Do not worry about the snake. It’s in a box. It can not get out.

12. **Get out of** – free oneself from an obligation or habit.

* + I said that I would help him. Now I don’t want to but I can’t get out of it.

1. **Get over** – recover from {illness, distress or mental weakness}:
   1. He is just getting over a bad heart attack.
   2. He used to be afraid of heights but he has got over that now.
2. **Get through** – finish a piece of work, finish successfully:
   * He got through his examination all right. {passed it}
3. **Keep somebody back {object before back}** – restrain, hinder, prevent from advancing:
   * Frequent illness kept him back. {prevented him from making normal progress}
4. **Keep down** – repress, control:
   1. What is the best way to keep down rats?
   2. Try to remember to turn off the light when you leave the room. I am trying to keep down expenses.
5. **Keep off** – refrain from walking on, or from coming too close:
   * Keep off the grass.
6. **Keep on** – continue:
   * I wanted to explain but he kept on talking and did not give me a chance to say anything.
7. **Keep out** – prevent from entering or stay out side:
   1. My shoes are very old and don’t keep out the water.
   2. “Private. Keep out.” {notice on door}
8. **Keep up** – maintain {an effort}:
   * He began waking at four miles an hour but he could not keep up that speed and soon began to walk more slowly.
9. **Break down** – take a total and sub-divide it under various headings so as to give additional information.

**Or** cause to collapse by using force.

It can also mean collapse, cease to function properly, owing to some fault or weakness.

* + You say that ten thousand people use this library. Could you break that down into age groups?
  + The firemen had to break down the door to get into the burning house.
  + He broke down when telling about his son’s tragic death. {temporary emotional collapse}
  + At first he refused to admit his guilt but when he was shown the evidence he broke down and confessed. {collapse of mental resistance}
  + After years of overworking his health broke down and he had to retire.{implies a serious physical collapse}
  + The car broke down when we were driving through the desert and it took us three days to repair it.
  + The negotiations broke down {were discontinued} because neither side would compromise.

1. **Break into** {transitive}, **break in** {intransitive} – enter by force.
   * The thieves broke in and stole the bicycle.
   * The thieves broke into the house when the owner was in prison.
2. **Break off** – detach or become detached.

Or terminate {used of agreements or negotiations}.

It can also mean to stop talking suddenly, interrupt oneself.

* + A piece of rock broke off and fell into the pool at the foot of the cliff.
  + Ann has broken off her engagement to Tom.
  + They were in the middle of an argument but broke off when someone came into the room.

1. **Break out** – begin {used of evils such as wars, epidemics, fires etc.}

Or escape by using force from a prison etc.

* + War broke out on 4th September.
  + They locked him up in a room but he broke out. {Smashed the door and escaped}.
  + The police are looking for two men who broke out of prison last night.

1. **Break up** – disintegrate, cause to disintegrate.

It can also mean to terminate {used of school terms, meetings, parties etc.}

* + If that ship stays there it will break up.
  + Divorce breaks up a lot of families.
  + The school broke up on 24th May and all the boys went home for holidays.
  + The meeting broke up in confusion.